



COUNTY OF SAN BERNARDINO

PRESCHOOL SERVICES DEPARTMENT

POLICY

NO. 08 ISSUE 4

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EFFECTIVE: 06-11-14 Updated

SUBJECT:

Enrollment for First 5 Full Day Preschool

APPROVED: 06-11-14

BY: Diana Alexander, Director

PURPOSE

To establish the guidelines for the enrollment of children into the First 5 Full Day Preschool programs administered by the Preschool Services Department.

POLICY

The Preschool Services Department (PSD) will enroll children into the First 5 Full Day Preschool program in accordance with the established criteria set forth in the First 5 Full Day Preschool contract with PSD. Children will be enrolled after the Generalist has obtained all of the documentation necessary for the child to begin services

REFERENCE

First 5 Full Day Preschool contract

PROCEDURE

The Preschool Services Department (PSD) will document that all families in the designated service area are eligible for the First 5 Full Day Preschool. PSD will ensure that the families in the designated service area are selected in accordance with established eligibility criteria and need as detailed in this policy and procedure.

- AGE:
o Children 4 years old as defined by the age set by the cutoff date used to determine eligibility for public school in the community where the First 5 program is located.
• NEED:
o In addition to the above, parents(s) must have not less than 20 hours weekly in any of the following categories or a combination of:
- Work (Including variable schedules)
- School (including one hour of study time per class unit)
- Travel time to and from school/work
o Incapacitated parents(s) must provide a statement from their physician stating they cannot provide adequate child care.
• INCOME:
o Only families that do not qualify for Head Start or State Preschool may be enrolled into the First 5 Full Day Preschool program.
o Income not to exceed 200% of State income guidelines established for the

current program year.

ATTENDANCE

As required by First 5, children are required to attend the program for at least 6 hours per day (regardless of the need for services for that day) in order to ensure the most optimal education experience. Children that are attending class sessions for less than 6 hours per day will be dropped from the program.

(Refer to Child Attendance Policy and Procedure for additional guidance)

DOCUMENTATION REQUIRED TO VERIFY ELIGIBILITY

Verification of birth (one of the following):

- Birth Certificate
- Baptismal Certificate
- Medi-Cal Card
- Passport

Proof of Income (one of the following):

- Signed Income Tax returns (1040)
- W-2 forms
- Pay envelope with income stated
- Unemployment Insurance Benefits (UIB) Statement
- Written Statement from Employer
- Other: PSD Letter of Affidavit
- Military Income-Recent paycheck
 - When determining income for military families; cannot include:
 - "Special pay" relating to duty subject to hostile fire or imminent danger
 - "Basic allowance" (including amounts provided for housing)

NOTE: Tax returns are not acceptable

Family Income Guidelines-Military Income

The Internal Revenue Service (IRS) provides information to assist program staff to determine what is included or excluded from the gross income of those families with members in the armed forces for the purpose of determining eligibility for the First 5 programs. Certain special pay allowances paid to members of the Uniformed Services are not to be included in determining eligibility.

Military Income Excluded:

Living allowances

- Basic Allowance for Housing (BAH)
- Basic Allowance for Subsistence (BAS)
- Housing and cost-of-living allowances, certain educational expenses
- Overseas Housing Allowance (OHA)
- Combat zone pay
- Compensation for active service while in a combat zone or a qualified hazardous duty area

Family Allowances

- Certain educational expenses for dependents
- Emergencies
- Evacuation to a place of safety
- Separation
- Travel Allowances
- Death allowances
- Other payments
- In-kind Military Benefits
- Dependent-care assistance program
- Legal assistance
- Medical/dental care
- Commissary/exchange discounts
- Space available on travel on government aircraft

ATTENDANCE

(Refer to Child Attendance Policy and Procedure for ERSEA)

- Due to the condensed schedule, the child is limited to 8 days of Best Interest and Family Emergency Days combined.

DOCUMENTATION NEEDED PRIOR TO ENROLLMENT

The Generalist and/or Parent will complete, sign and date the following:

- Head Start Application - Write applicable program on top of application:
 - First 5 Full Day Preschool
- Medical History Profile
- Ages & Stages Questionnaire (ASQ)
- Family Services Assessment (FSA)
- Nutrition Questionnaire

The Generalist will:

- Provide to the parent the Physical Exam form with attached Letter to Doctor and a toll free telephone number to current Child, Health, and Disability Prevention (CHDP) Providers (if family has no insurance)
- Review Family Services Assessment, providing any emergency referral information necessary and document on FSA with follow-up information. (Copy of referral will be entered into COPA)

The Generalist will review the Medical History Profile for the following:

- Completion of both sides of the form, including date & signature.
- Food allergies (Give parents copy of the Allergy Statement Form to take to the medical Provider if needed).
- Note on MHP all resources and medical treatment given.
- Health/Nutrition/Behavioral Health concerns.

If MHP suggests a concern, the Generalist will:

- Provide referral packet to parent
- Submit a referral through COPA (see referral procedure)

Additional health documentation needed prior to enrollment:

1. Proof of Health insurance for child (if available)
2. Immunization Record

The Generalists will:

- Review the Immunization record to ensure the child is up to date. If child is missing immunizations the parent is notified of which immunizations are still required.
- Refer families to their health care provider. Families that do not have medical insurance will be referred to the San Bernardino County Public Health Clinic for immunization (see immunization requirements).
- Advise parents that the child cannot start unless immunizations are up to date.

Exemptions:

- Personal Beliefs: Parent must sign California School Immunization Record Affidavit.
- Medical condition: Parent must provide Physician statement as to which immunization is exempted and the specific nature and probable duration of the medical condition (stapled to Blue Immunization Card). Refer to California Immunization Book for clarification (pages B34 - B36).

3. Current Physical (see Physicals & TB Policy & Procedure)

Generalist will review the complete physical and ensure that all required screenings are completed. The required screenings are:

- HGB/HCT
- TB
- Vision
- Hearing
- Blood Pressure
- Blood Lead
- Urinalyses (if 4 years of age).

If any of the screenings are missing; Generalists will inform the parent, complete the Update form, and refer parents back to his or her medical provider (except for vision and hearing screenings). The Generalist will conduct the vision/hearing screenings. The Generalist may call the medical provider for missing results or may fax a signed Permission Release of Information form and have physician's office fax back the missing information. Fax results must be attached to the physical form.

The completed application and all other forms must be placed in a locked file cabinet using the file-setup. These forms include but are not limited to the following:

- Proof of Income
- Income Worksheet

- Application
- Document Information Form (DIF)
- Medical History Profile
- Nutrition Questionnaire
- Copy of Immunizations
- Proof of Birth
- Court order Guardianship paper/ Foster Care Document/Notarized Statement
- ASQ
- Current Physical
- Current TB test